

**QUESTIONS AND ANSWERS FOR FINAL RFP
SET 3**

Applicable to PR-HQ-07-10525 and PR-HQ-07-11352:

1. Section H.9(b), Mentor-Protégé Program, states “The Contractor shall submit an executed Mentor-Protégé agreement to the contracting officer, with a copy to the Small and Disadvantaged Business Utilization or the Small Business Specialist, within thirty (30) calendar days after the effective date of the contract.” Section L.12, Procedures for Participation in the EPA Mentor-Protégé Program, provides instructions for preparation and submittal of the application. Section L.12(g) says “The application will be evaluated on the extent to which the offeror’s proposal addresses the items listed in paragraphs (e) and (f) of this section.” Section L.12(h) says “If the offeror is determined to be in the competitive range, or is awarded a contract without discussions, the offeror will be advised by the contracting officer whether their application is approved or rejected.”

Section M and the Special instructions do not mention any evaluation of the application. Are we to submit the Mentor-Protégé Application along with the Subcontracting Plan, Conflict of Interest Plan, Cost Proposal and Representations and Certifications, only if selected as one of the two final firms?

Answer: Answer is forthcoming.

2. In am writing for clarification regarding the following which is cited in EPA RAC Full and Open Solicitation PR-HQ-07-11352, under Attachment 3, SF330 Proposal Instructions under Section H.

Instructions state that “offerors shall discuss their team’s management approach and ability to maintain staff in the region as described in the evaluation criteria. The narrative shall be limited to 8 single sided pages.” Should this be interpreted to mean the team management approach is restricted to 8 pages or Section H in its entirety, excluding the additional attachments?

Answer: The 8 page limitation is applicable to the narrative of the team management approach and not to the Section H in its entirety. The additional SF330 attachments (Attachment 1: Number and Locations of Offices and Personnel by Discipline; Attachment 2: Resources Outside the Region; and Attachment 3: Quality Management Plan) are restricted to its respective stated limitations.

3. “Per Section L-8, (c), (1), specific information is requested for each contract submitted for past performance. We are creating a table with this information that would be provided in the proposal as an additional attachment. Is this an acceptable location for this information to be provided?”

Answer: The offeror shall provide a detailed list of clients (including client point-of-contact and phone number) who are expected to submit a completed questionnaire. This list of clients, Attachment 4, shall be a part of the original proposal.

We will amend the solicitation to add an additional attachment under the General Proposal Instructions that states:

4. The offeror shall provide a detailed list of clients (including client point-of-contact and phone number) who are expected to submit a completed questionnaire as a part of the original proposal. This attachment is limited to single-sided pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. This will be considered in evaluation factor 2.

We will also amend the solicitation to add an additional attachment, Attachment 4: Past Performance Submission, under the Evaluation Factors for Award clause in Section M.

4. Under Attachment 3 - SF330/PROPOSAL INSTRUCTIONS, Please clarify if the offeror needs to submit Part II of the SF330 and whether there is a page limitation?

Answer: Part II of the SF330 is required and there is no set page limitation for this section of the SF 330.

5. Under L. 6 Past Performance, for the Past Performance Listing.

Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors (b) Offerors shall submit a list of all or at least 3 contracts and subcontracts completed in the last 3 years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

Does this mean that the Offeror (prime contractor) and subcontractors need to submit at least 3 contracts each under the past performance listing? Is there a limit on how many contracts/references can be submitted in total?

Answer: The 3 contract minimum is applicable to both the prime and subcontractors (a minimum of 3 for the prime and a minimum of 3 for each proposed subcontractor). The maximum number of contracts for the prime is limited to no more than 5 contracts. Each subcontractor is limited to 3.

6. Under L. 6 Past Performance, for the Past Performance Listing. Does the offeror submit the listing as an Attachment to the SF330 submittal or do they submit the listing to the Contacting Officer prior to the submission deadline? What is the procedure for submitting our Past Performance Information Listing?

Answer: Please see the answer to Question #3 above for procedures for submitting past performance information. As stated in the Past Performance Information clause in Section L, (a) Offerors shall submit the information requested below as part of their proposal for both the offeror and proposed team subcontractors. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period...(g) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference to assist in the timely processing of the past performance evaluation.